



# PARADE PERMIT APPLICATION

Pursuant to Matthews Town Ordinance 101, a permit, issued by the Matthews Police Department, is required to conduct most parades upon public streets within the Town of Matthews. Applications must be submitted to the Matthews Police Department at least ten (10) days in advance of the event. The applicant/ organization shall be responsible for all town costs associated with the parade.

## I. Applicant Information:

Full Name:	(Last)	(First)	(Middle)
Address:	(Street)	(City)	(State / Zip)
Telephone #s:			
Organization:	(Name)		(Phone)
(Address)		(URL)	

- ☐ Check here if indigent or, pursuant to ordinance, requesting a waiver of any fees & charges.
- ☐ Check here if parade is to be conducted on behalf of or for the benefit of a person / organization other than the applicant / applicant organization listed above, and attach notarized letter of authorization from the beneficiary.

## II. Parade / Event Information:

Date / Times:	(Date)	(Start Time)	(End Time)
Address Points:	(Start)	(End)	(Approx. Distance)
Streets Affected:	(1)	(2)	(3)
(List All Requested).	(4)	(5)	(6)
Staging Location:	(Address)		(Owner's Permission?) Y N

## III. Participant Information:

Estimated number of participants expected: \_\_\_\_\_  
(Persons) (Vehicles) (Other)

Make / Model / Color of Known Participating Vehicles: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Participating Point of Contact: \_\_\_\_\_  
(Must Carry Permit During Parade) (Full Name) (Cell Phone #)

### OFFICIAL USE ONLY

- ☐ The application is approved. A permit fee of \$\_\_\_\_\_ is due upon receipt of the permit.
- ☐ The application is granted with the following conditions: \_\_\_\_\_

Final Approval: \_\_\_\_\_  
(Rank / Name) (Signature) (Date)

For questions regarding form: Capt Stason Tyrrell / 704-847-4069  
Submission of application: [ParadePermit@MatthewsPolice.org](mailto:ParadePermit@MatthewsPolice.org)

Police Records Office / 704-845-1973  
Fax: 704-845-5824